

## **Teleconference Meeting** began at 1:00 pm EST, **2 August 2000**

Bill Gibson and Buddy Everage led the teleconference meeting, with the main focus of the meeting concentrating on the progress of the tracks and panels.

ACTION ITEMS FROM LAST MEETING were discussed and are being worked:

- The deadline for publishing and sending out the **Registration Flyer** is August 15<sup>th</sup>. Lee Baseman (SCEA) has this action.
- The target date for collecting the list of **training tracks and other tracks**, presenters' names, **Bio's** and **Abstracts** (10-15 lines each) of presentations is Aug 15<sup>th</sup>. Information is to be sent to Allison at [SCEA@erols.com](mailto:SCEA@erols.com) or [arstmm@gateway.net](mailto:arstmm@gateway.net) (Lee Baseman is coordinating). Will Gran is to provide the list of training tracks.
- Contact possibilities for **Keynote Speakers** and ask for availability.

NEW DISCUSSION ITEMS:

- **Speakers:** Dave Graham announced the confirmation of Blaise Durante as the Government Keynote Speaker. Judy Varljen provided a response back from Eleanor Spector (LM Corporate Speaker). The attendees reached consensus that Ms. Spector would be an excellent choice for the Industry Keynote speaker, just coming from a Government position and familiar with Program Management. Discussion was held on the possibility of a Raytheon or Northrup Grumman speaker vs, a Lockheed Martin speaker. Paul Solomon asked to have a couple of days to check on Northrup Grumman speakers. Discussion also was made on whether or not two Government Keynote Speakers should be considered. Bill Gibson offered to ask General Malishenko to speak. Consensus was reached that one Government Keynote is appropriate.  
**ACTION:** Paul Solomon will check on a Northrup Grumman speaker.  
**ACTION:** Dave Graham requested that he be informed of the final selection of the Corporate Keynote Speaker, in order to coordinate with Blaise Durante.
- **Registration Flyer:** Lee Baseman reported that he would like all material ready for the typesetting of the Flyer to occur next Wednesday. It is not critical to meet that date, but it is the date to shoot for.  
**ACTION:** Lee Baseman requested that he be provided the following information for the panels.
  - 1) Title of Panel
  - 2) Representing Organization of Each Panel Member, individuals' names are optional.
  - 3) 8-10 Lines stating the Purpose of the Panel.
  - 4) Lee needs the packages by next Wednesday.

- **Panel Discussion:** Bill Gibson committed to either himself or Rich Zell to participate on the Tuesday panel. Panels will have 10 members, with 7 minutes each.
- **Scheduling:** The conference is planned for Sunday through Wednesday, with 4 tracks on Sunday and no formal activities for Thursday.
- **Room Type/Size:** All track coordinators reached consensus that the room size (capacity for 50-200 people/room) is sufficient. Room choices will be solidified.  
**ACTION:** Lee Baseman requested that the coordinators of the tracks ask their scheduled speakers what type of audio/visual equipment is needed. This coordination will help reduce costs of renting the equipment.
- **Conference Theme:** EVMS in the 21<sup>st</sup> Century  
**ACTION:** Bill Gibson to generate 8-10 lines on the Conference Theme to be included in the Flyer.

- **Track Coordinators Progress:**

**Training Track** (subdivided into three tracks) - Will Gran

21 sessions with topics and speakers.

Risk Analysis, David Hewitt, is not yet committed.

For the Integrated Digital Environment (IDE) session, equipment needs to be provided to allow real time off the Internet.

**What's New with EVMS** - Fred Manzer and Dave Graham

8 ninety minutes presentations, which can be broken into 45 minute sessions. Nine plus speakers have been contacted. Col. Michael Perrin, Joint Chiefs of Staff, wants to present.

**Lessons Learned with EVMS** - Eleanor Haupt and Dirk Cruver

Neither Eleanor or Dirk was present at this meeting.

**Application of EVMS outside the DOD** - Barry Schuler and Linda Nobel.

Neither Barry nor Linda was present to comment.

Subtracks to include: Commercial, Federal Agency (NASA, FAA, etc), International.

- **Vendor Exhibits:** Lee Baseman reported that the sale of 18 booths is filling up fast. There are 11 tentative vendors, one with a contract signed.
- **Post-Conference CD:** Discussion on the possibility of sending the conference presentations to all attendees took place. Discussion took place on the possibility of posting presentation material on the web. Conference attendees will receive a book of the training presentations at the conference.

**ACTION:** Judy will organize to send out 700 CD's at the conclusion of the conference. The cost is about \$2500.

- **Hotel:**  
**ACTION:** Make hotel reservations at the Sheraton ASAP. Rooms are filling up fast. Room Rate is the prevailing Government Rate for the area.
- **Next Meeting:** Scheduled for 1:00 EST on Tuesday, August 15<sup>th</sup>.

**Attendees**

Bill Gibson  
Buddy Everage  
Fred Manzer  
Ruth Franklin  
Judy Varljen  
Will Gran  
Paul Solomon  
John Singley  
John Pakiz  
Lee Baseman  
Dave Graham  
Wilma Uribe  
Debbie Murray